Thank you for your interest in Maternal and Child Health Nursing.

Applicant Information Pack

This is available from the Municipal Association of Victoria (MAV) MCH website (see below).

Maternal and Child Health (MCH) Nursing is taught at two Victorian Universities. These are RMIT University and La Trobe University.

This Information Package contains the following three (3) documents:

- **Frequently Asked Questions (FAQs) for Maternal and Child Health Nursing courses at**
  - La Trobe University, and
  - RMIT University
- **The Expression of Interest (EOI) proforma to use when applying for a clinical place.**

Applications can be made directly online to either or both universities from early August. If required, further information can be requested directly from the relevant university contact detailed in the FAQ sheet.

Applicants are strongly encouraged to submit applications for university and clinical places from August, to avoid disappointment.

Clinical Placement Information

Completing MCH nursing studies includes 300+ hours of clinical placement. This includes 200+ hours in a MCH setting and the remainder in various community services.

Applicants for MCH studies require a clinical place to be able to complete the clinical requirements of their course, and they need to be enrolled in a recognised course to be able to undertake clinical placement. Applicants interested in MCH studies must achieve both of these requirements to be able to undertake MCH studies. A clinical placement for MCH nursing is ‘provisional’ until a student is successfully enrolled in a university course providing preparation for MCH nursing.

How to Arrange a MCH Clinical Place

*From July 30, 2018 the process of arranging the MCH component of the clinical placement has changed. The new process for the 2019 intakes is:*

**Step 1.** Download the Expression of Interest form from the Municipal Association of Victoria (MAV) website.

Step 2. Complete the Expression of Interest form and send it to the MCH Coordinator at your preferred Local Government Authority (LGA) /Council, along with a copy of your Curriculum Vitae. Incomplete applications will not be considered.

Step 3. Consider applying to one or two councils, but definitely no more than three.

Step 4. You are encouraged to submit your Expression of Interest in a provisional Clinical place promptly as places are limited.

Step 5. MCH Coordinators can receive numerous EOI and will review your application at two key times: approximately mid Sept and late Oct. Processes will be determined by local areas, some will consider your application and CV, others may also speak with you on the phone or in an interview.

Step 6. You will be advised if your Expression of interest is successful or not shortly after the above review times (i.e. early October and mid-November). Please be patient as you wait for feedback.

Step 7. If successful, you are required to accept a provisional clinical MCH place within 5 working days of it being sent. Please also advise your preferred university/ies of your acceptance of a clinical place promptly.

Step 8. Applicants who are unsuccessful in obtaining a provisional clinical MCH place in the initial end of Sept round can submit applications to other Councils (maximum of 3 Councils) for the final round early October. (Outcomes of this round will be advised mid November)

Step 9. University places will be finalised late November. Students may receive offers from La Trobe University or RMIT University or both, depending on their application and available places. Unsuccessful applications may occasionally receive a later offer or can reapply the following year.

Step 10. If you apply to both universities and receive offers for both you will need to decide which university you wish to attend and advise the universities and Council accordingly.

Step 11. Prompt enrolment at your preferred university and advice to councils enables vacant places to be optimally utilised.

Step 12. We aim to have university enrolments and clinical confirmation of provisional places finalised by early December. Orientation to University begins early December for students enrolling in summer courses.

Note: Maternal and Child Health Council Services have heavy client loads and offer MCH clinical places to MCH students as a courtesy and contribution to the MCH profession. Please be mindful that the core business for MCH Services is service delivery to increasingly complex and vulnerable families. Obtaining a clinical place is a privilege.

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Expectations / Responsibilities

The following lists of Expectations and Responsibilities were developed during the serial consultation process involved in developing this revised Clinical Placement Procedure. They reflect the collaboration of the 50 plus Victorian agencies involved and commitment to best practice.

Universities

1. Refer prospective applicants to MAV site for Information pack and MCH course FAQs.
2. Be a resource for municipalities and prospective students regarding additional questions about MCH studies and university processes.
3. Assess applications for study re Qualifications, Experience, Work Experience & other requirements.
4. Good communication with Students, Councils, DET and MAV.
5. Timely confirmation to students and LGAs of university offers.
6. Address any clinical concerns with students and municipalities as early as possible.

Applicants / Students

1. Send EOI to preferred Council.
2. Don't apply to numerous councils (maximum of 3).
3. Submit completed applications to universities early (from early August to September).
4. Follow the timelines re EOI for prospective clinical places and university applications.
5. Timely confirmation of university enrolment and clinical place to municipality and university.
6. Good communication with LGAs and universities.
7. Demonstrate commitment to clinical placement.

MCH Services

1. Refer any prospective applicants for clinical placements to MAV site for Information pack re EOI.
2. Acknowledge receipt of applicants’ EOI.
3. *Notify applicants if limited places available and LGA unlikely to be able to offer clinical place.*
4. Review applicants’ EOI at two time points (by 30 September & 10 November prn).
5. Timely advice to students and unis of applicants accepted for clinical places, subject to enrolment in university (by 30 September & 10 November prn).
6. Address any clinical concerns with students and universities as early as possible.

Expression of Interest (EOI) proforma can be downloaded from this folder.

Please forward your completed EOI along with your curriculum vitae to the Council /LGA of your choice. Ensure your application is fully completed so it can be considered.